



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
33-2011

OPEN TO: US Citizen Eligible Family Member (EFMs)
POSITION: Co-Community Liaison Office Coordinator, FP-05
OPENING DATE: October 20, 2011
CLOSING DATE: Open Until Filled
WORK HOURS: Part-time; 20 hours/week
COMPENSATION: USD *
GRADE: FP-05
**LENGTH OF
APPOINTMENT:** 5 years FMA

***Please contact the HRO for the salary of this position.**

The U.S. Embassy in Algeria is seeking an individual for the position of Co-Community Liaison Office Coordinator in the Community Liaison Office.

NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF US GOVERNMENT EMPLOYEES ASSIGNED TO POST TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

BASIC FUNCTION OF POSITION

Develops and manages a comprehensive post program to maintain high morale. The CLO identifies the needs of the post community and responds with effective programming, information and resources, and referrals. Serving as the community advocate for employees and family members, the CLO advises post management on quality of life issues, recommends solutions, and advocates effectively for employee/ family friendly post policies.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** Two years of college or university is required.
2. **Prior Work Experience:** Three years experience in an administrative, management or social services function is required.

3. **Language Proficiency:** Level IV English is required. Proficiency in French or Arabic is preferred.

4. **Other criteria:** Experience in management or supervision is required. Knowledge of pertinent DOS regulations, programs and policies. Knowledge of host-country laws, practices and mores is an asset.

5. **Other Skills and Abilities:** Strong communication, organizational, interpersonal, and customer service skills are required. Ability to create reports and presentations is required. Ability to operate office equipment (e.g. copier) and skill with Microsoft Suite applications (e.g. Word, Excel) is required. Ability to exercise mature and measured judgement in dealing with potentially controversial issues with individual or widespread impact.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Eligible Family Members who currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume: A current resume or curriculum vitae that provide the same information as a DS-174.
 - Letter of Interest: You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
 - All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Office).
 - Can be submitted if selected for an interview.

CLOSING DATE FOR THIS POSITION: Open Until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Co-Community Liaison Office Coordinator, Vacancy Announcement #33-2011

Point of Contact: Human Resources Office

Fax: 021-60-73-35

E-mail: USEmbassyAlgiers_app@state.gov